

## **CITY OF HAMILTON**

### **PUBLIC WORKS DEPARTMENT**

### **(HAMILTON WATER DIVISION WATER/WASTEWATER OPERATIONS SECTION LOCATION 700 WOODWARD AVE.)**

### **MAINTENANCE OPR I - HOWEA**

### **SUMMARY OF DUTIES**

Under general supervision performs all operational duties for the water and wastewater treatment facilities and outstations. Assisting maintenance staff as required. This will involve exposure to varying climatic conditions, potential exposure to treatment chemicals, sludge, water and wastewater, work at computer terminals, heights and confined spaces.

### **GENERAL DUTIES**

Upon fulfilling licensing requirements, assumes the duties and responsibilities of an Operator in Charge (OIC) as defined by O. Reg 128 and 129/04.

Accountable for the efficient operation, in compliance with applicable regulations, of all processes within an assigned work area in a Water and/or Wastewater Treatment system as well as for personal performance and promoting optimal team performance.

Operates and monitors the performance of plant process equipment and related appurtenances, including but not limited to valves, gates, pumps, compressors, engines, electric motors/generators, boilers, HVAC systems, chemical dosing equipment, etc.

Assists with the adjustment, inspection and evaluation of process performance and equipment to optimize efficiency and effectiveness of the treatment systems in accordance with established procedures and regulations.

Adjusts, inspects and evaluates processes and equipment that control the operation and effectiveness of a water and wastewater treatment facility to optimize performance, maintain regulatory compliance, and minimize local and/or plant wide adverse impacts while taking into consideration cost, equipment capabilities, environmental impacts and OH&S.

Makes process adjustments, operational decisions and addresses/responds to alarm conditions and emergency situations to ensure efficient, compliant and safe operation within established performance, regulatory and quality limits.

Utilizes various tools to perform operational duties including but not limited to SCADA systems, Laboratory Information Management System (LIMS), Infor EAM to maintain, manage and validate the operational data.

Provides work direction and training to other staff.

Maintains records and documentation of all process and/or work area activities using either manual or computerized systems including but not limited to plant logbooks, computerized databases, work order documentation, etc.

Identifies changes in operational conditions and interprets information to implement corrective actions and/or trouble shoot process issues.

Collects daily, weekly and monthly water samples, as required by the SDWA and related regulations. Transports and handles samples as per regulation standards. Carries out various test procedures and processes calculations required to monitor process conditions, as appropriate.

Assists with the maintenance of logs and records pertaining to treatment system performance and outstation conditions in accordance with established procedures and regulations.

Ensures cleanliness and safety of facilities by maintaining the work area clean and organized.

Advise the need for water/waste water treatment chemicals and other supplies as needed. Receive and ensure safe unloading of bulk chemicals such as, Ferric Sulphate, Sodium Bisulphite, Sodium hypochlorite, Polyaluminum chloride, Aqua ammonia sodium etc.

Participates in the commissioning and optimization of water/waste water treatment plants and stations.

Undertakes all assigned duties in a safe and professional manner, complying with the City of Hamilton Safety Policies, and in accordance with the Occupational Health & Safety Act, WHIMS and all other applicable legislation. Ensures safe work practices are followed and may be required to utilize self-contained breathing apparatus/respirator, perform confined space entry, perform equipment lockout/tagging, etc.

Performs preventative maintenance diagnostics, and routine preventative maintenance duties such as monitoring equipment for excessive vibration or high temperatures. Assists maintenance staff and facility personnel as required. Isolates, locks out and takes appropriate actions required to make ready systems and equipment to support/perform maintenance activities.

Available to work on straight days and on a rotating shift schedule.

Performs work in a safe, efficient and courteous manner.

Performs other duties as assigned which are directly related to the responsibilities of the position.

## **QUALIFICATIONS**

1. Must hold a current valid Ontario licence obtained by examination at:
  - a) A Level III Wastewater Treatment Operation, Certificate of Competency, or
  - b) A Level III Water Treatment Operation, Certificate of Competency
  
2. Must be able to obtain by examination:
  - a) A Level III or higher Wastewater Treatment Operation, Certificate of Competency, and
  - b) A Level III or higher Wastewater Collection Operation, Certificate of Competency, and
  - c) A Level III or higher Water Treatment Operation, Certificate of Competency, and
  - d) A Level III or higher Water Distribution Operation, Certificate of Competency
  
3. It would be expected the successful applicant would complete additional levels of training as prescribed by the Regulations leading to certification at the level of the facility.
  
4. Knowledge, understanding and experience with the application of related legislation and acts are preferred (Occupational Health and Safety Act, Ontario Water Regulation Act, Safe Drinking Water Act, Environmental Protection Act).
  
5. Previous experience in water and wastewater treatment preferred.
  
6. Must possess basic knowledge of mechanical and electrical maintenance.
  
7. Must possess and maintain a valid and unrestricted class "G" license for the class of the vehicle operated

8. Must be able to work without direct supervision.
9. Must be able to work shifts and report on-call outside normal work hours and to report to various worksites.
10. Must be able to work independently and with other staff.
11. Must be able to interface with the public, equipment suppliers, contractors and others.
12. Must be able to prepare reports, maintain accurate records and communicate effectively verbally and in writing. Additionally, must be able to use computers and software packages.
13. Must possess computer skill literacy (Microsoft Word, Excel and Outlook).

#### SPECIAL CONDITIONS

Must comply with all aspects of the City's Respiratory Program Policy. Respiratory Fit Test mandatory. In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to undergo a Criminal Records Check and submit a Canadian Police Clearance Certificate.

It is the employee's responsibility to possess and maintain a valid Operators Certification/Licensing and restriction-free driver's license of appropriate class to carry out the duties of the job.

**THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.**

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**